



CHARLES W. GILCHRIST  
**IMMIGRANT  
 RESOURCE CENTER**  
 Welcome. Connect. *Together We Thrive.*

## EAST COUNTY

3300 Briggs Chaney Road  
 Silver Spring, MD 20904  
 Phone: 240.777.8406



# WINTER | 2020

## GILCHRIST CENTER'S COMPUTER CLASSES FOR BEGINNERS

**Intro. to Computers:** Basics of using a computer, basic Microsoft Word, Internet and Email.

**Intro. to Basic Microsoft Word/Internet:** File management and more advanced-beginner functions in Microsoft Word, Internet, and Email. Must know skills in Intro. to Computers.

**Open Lab and Keyboarding Practice-FREE!**

Drop in and practice your keyboarding, using the mouse and other computer skills. An instructor will be available to answer your questions and provide limited assistance.

Fee: \$20 for residents; \$30 for non-residents *Cash, Money Order, or Check (\*ID required for checks). No credit cards.*

Class		Schedule	Taught in:	Registration dates and fees:
Introduction to Computers	H	<ul style="list-style-type: none"> <li>Wednesdays, 6:30 pm – 8:30 pm January 22 – March 11</li> </ul>	English	<b>Wednesday, Jan 8</b> at 6 – 8 pm <b>&amp;</b> <b>Saturday, Jan 11</b> at 10 am – 1 pm
Introduction to Basic Word and Internet	J	<ul style="list-style-type: none"> <li>Saturdays, 11 am – 1 pm January 25 – March 21</li> </ul>	English	
Open Lab and Keyboarding Practice - FREE		<ul style="list-style-type: none"> <li>Saturdays, 9:00 am – 10:30 am January 25 – March 21</li> </ul>	English	No Registration. Drop-in class, first-come, first-served

### Gilchrist Center will be CLOSED

Thanksgiving Weekend: Nov 27-Dec 1, 2019

Winter Holidays: December 23, 2019 – January 1, 2020

Martin Luther King Weekend: January 18 – 20, 2020

Presidents' Day Weekend: February 15 – 17, 2020

In case of bad weather, please call 240-777-4940.



FIND US ON  GilchristImmigrantResourceCenter

240. 777. 8406



[www.montgomerycountymd.gov/gilchrist](http://www.montgomerycountymd.gov/gilchrist)

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